



EMPLOYEE HANDBOOK

Last updated: August 31, 2021

Table of Contents

Mission, Vision and Values	5
Employment at Will	6
Equal Opportunity and Commitment to Diversity	7
Austin Opera’s Commitment to Diversity	7
Equal Opportunity	7
Americans with Disabilities Act (ADA) and Reasonable Accommodation	7
Harassment and Complaint Procedure	8
Discrimination or Harassment Complaint Procedure	8
Protection of Children	8
Whistleblower	9
Conflicts of Interest and Confidentiality	10
Conflicts of Interest	10
Employee Conduct	10
Confidential Information	11
Employment Relationship	12
Employment Classification	12
Work Week and Hours of Work	13
Time Records	13
Overtime	13
Payroll Periods	14
Deductions	14
Garnishments	14
Reimbursement and Business Expenses	14
Travel Expenses	15
Submission of Receipts	15
Use of Personal Vehicles	15
Staff Development	16
Personnel Files	16
Employment of Relatives and Domestic Partners	16

Separation from Employment	17
Exit Interview	17
Return of Company Property	17
Holidays	18
Paid Time Off	18
Medical Leave	19
Family Leave	19
Maternity/Paternity Leave	20
Military Leave	20
Bereavement Leave	20
Jury Duty/Court Appearance	20
Time Off for Voting	20
Employee Benefits	21
Complimentary Tickets	21
Medical, Dental and Vision Coverage	21
Group Life Insurance	21
401 (k) Plan	21
Workers' Compensation	21
Workplace Guidelines	22
Attendance	22
Job Performance	22
Job Descriptions	23
Staff Meetings	23
Dress Code	23
External Communication	23
Social Media Acceptable Use	24
Computers, Internet, Email, and Other Resources	25
Workplace Safety	26
Vaccine Policy	26
Alcohol and Drug Free Workplace	27
Workplace Violence Prevention	27
Designation of Employee Safety Representative	28
Housekeeping	28

Personal Property	29
Weather Leave	29
Emergency Procedures	29
EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT	30

Mission, Vision and Values

Long-term Vision: Austin Opera aspires to be considered a vital and critical component of civic life in Austin, even by citizens who are not operagoers.

<p>Curiosity</p>	<p><u>Learning Organization:</u> Austin Opera values learning in all respects: from our peers, from industry publications, from other industries, and through our own experimentation.</p> <p><u>Lean Start-Up Methodology:</u> Austin Opera aspires to embrace the lean-start up methodology in the creation of new initiatives and programs. The company believes that getting products into the market as soon as possible and collecting as much information as possible regarding their effectiveness is the best way to innovate quickly.</p> <p><u>Data-based Decisions:</u> Austin Opera desires to make the most informed decisions possible. The company will be relentless in its collection of data and pursuit of information to guide decision-making.</p>
<p>Collaboration</p>	<p><u>Partnership & Collaboration:</u> Austin Opera believes that the best way to effect change and create valued programming is through partnerships and collaborations within Austin and the national opera community. Internally, the staff do not value siloed operations, but rather embrace opportunities to work together toward achieving the institution’s highest-level goals.</p>
<p>Culture</p>	<p><u>Positivity:</u> The Austin Opera staff believe positivity – believing in the inevitability of success – is essential.</p> <p><u>Work-place Culture:</u> Austin was named the 2017 Most Desirable City by US News and World Report. Similarly, we aim to make Austin Opera the most desirable place to work in opera, and a workplace known for best practices in diversity, equity, and inclusion.</p>

Mission: Austin Opera leverages the multidisciplinary, collaborative, and transcendent power of opera to increase the quality of life for our diverse community by:

- Bringing together local and national artists to create outstanding, meaningful operatic performances and experiences
- Partnering with local schools and community groups to provide robust, responsive educational programs that inspire and engage
- Leading the development of new, innovative strategies that increase the scope and impact of the operatic medium in Austin and beyond

Employment at Will

Employment in the state of Texas is at-will, and as such, employment with the Austin Opera is strictly voluntarily entered into, and the employee is free to resign at-will at any time. Similarly, the Austin Opera may terminate the employment relationship at-will at any time, with or without notice or cause, so long as there is no violation of applicable state or federal laws (such as belonging to a union or given a contract).

Policies set forth in this manual are not intended to and do not create a contract. This manual is presented here as a matter of information only, and its contents should not be considered as a contract between the organization and any of its employees.

The provisions of this manual have been developed by the management team and may be amended or canceled at any time at the Austin Opera's sole discretion.

Any changes in policy will be communicated to employees by any appropriate means as determined by the organization.

Equal Opportunity and Commitment to Diversity

Austin Opera's Commitment to Diversity

At Austin Opera we believe that opera has a unique ability to provide insights into our shared humanity and connection to one another. We believe that opera can transcend the polarization of our current day-to-day existence to elevate dialog, promote listening, and build understanding. We also believe that to honor the diversity of our community, it's essential that our storytelling represent the human experience from many more perspectives.

We know that when a workplace is welcoming and inclusive, it makes a tangible difference in the art that is created. We know that diverse perspectives strengthen our institution.

We are therefore committed to the following:

- building an organization and workforce that reflect the cultural diversity of our community
- sharing stories and musical experiences that are representative of our community
- ensuring an inclusive environment where our artists and staff can do their best work
- responsibly stewarding the creation of new operatic experiences that broaden and diversify the storytelling in our genre
- actively building relationships with individuals and organizations not currently served by our programming
- measuring our progress and sharing our results
- consistently learning and evolving

Equal Opportunity

Austin Opera is an equal opportunity employer, and does not discriminate on the basis of race, age, gender, sexual orientation, marital status, religion, disability or national origin in any employment decisions or in any way that is contrary to local, state or federal law. The Opera actively promotes a diverse workplace and encourages all individuals to seek employment. If you feel you are being unlawfully subjected to discrimination, or if you have knowledge of unlawful discrimination, immediately bring it to the attention of your supervisor. If, for any reason, you do not feel comfortable discussing the matter with your supervisor, you should report the problem to the General Director & CEO, or use the conflict resolution policy provided to you. All reports will be promptly investigated in as confidential a manner as possible while still conducting a prompt and thorough investigation. Based on the findings of the investigation, Austin Opera will take prompt action to remedy any circumstances of unlawful discrimination.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

To ensure equal employment opportunities to qualified individuals with a disability, Austin Opera will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result.

Employees who may require a reasonable accommodation should contact the Director of Finance.

Harassment and Complaint Procedure

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, religion, sex, gender, sexual orientation, parental status, national origin, disability, age, family medical history or genetic information, or other characteristic protected by state or federal law, is prohibited.

Austin Opera will not tolerate unlawful harassment of its employees, including sexual harassment, whether committed by a fellow employee, a member of management, a vendor, or customer. All employees, including directors and supervisors, will be subject to disciplinary action, up to and including termination, for any act of unlawful harassment they commit.

Discrimination or Harassment Complaint Procedure

Austin Opera provides its employees, volunteers, and contractors with a convenient and reliable method for reporting incidents of alleged harassment, including sexual harassment and discrimination. **Please reference the *Austin Opera Policy on Harassment, Including Sexual Harassment, for full details.***

Protection of Children

The Austin Opera takes seriously the opportunity and responsibility to provide enriching experiences to children through various educational programs. The relationships of trust built with these children may mean information regarding abuse is passed along to members of our staff. If an employee or volunteer becomes aware of information or suspects possible abuse, the employee/volunteer must take action (see “Reporting Suspicious Behavior”).

The Austin Opera strictly prohibits interaction with children and youth by anyone with a civil or criminal record of sexual offense against a child.

Reporting Suspicious Behavior - employees/volunteers have a responsibility to take immediate action.

Anyone who knows of or has reasonable cause to suspect sexual misconduct or abuse involving a child (Texas defines “child” as a person who is under 18 years of age), it should also be reported to the local law enforcement authorities in conformity with applicable laws.

More information regarding reporting procedures:

https://www.dfps.state.tx.us/Training/Reporting/documents/Reporting_Basics.pdf

Whistleblower

A whistleblower as defined by this policy is an employee of the Austin Opera who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or the General Director & CEO or the Board President. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The Austin Opera will not retaliate against a whistleblower. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the General Director & CEO or Board President.

Conflicts of Interest and Confidentiality

Conflicts of Interest

The Austin Opera expects all employees to conduct themselves and company business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. The Austin Opera recognizes and respects the individual employee's right to engage in activities outside of employment which are private in nature and do not in any way conflict with or reflect poorly on the company.

Outside employment at a similar or competing company should be cleared with an employee's supervisor.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with a manager for advice and guidance on how to proceed.

Employee Conduct

Employees of Austin Opera are expected to perform their jobs in an acceptable standard. Failure to meet this standard is a ground for concern, discipline or possible termination.

Austin Opera will take appropriate action based upon the seriousness of the situation. Pre-termination disciplinary measures may include: 1) verbal warnings; 2) written warnings; 3) a performance evaluation indicating substandard performance; 4) probation and 5) suspension. The seriousness of the situation will determine the disciplinary measure used. Management will make the determination of the level of seriousness.

Offenses that may result in discipline, up to and including termination, include but are not limited to:

- Failure to carry out job assignments and management requests
- Releasing information without authorization
- Falsification or removal of personnel or work records
- Improprieties involving accounting, or removing funds or property without authorization
- Dishonesty
- Discrimination or harassment of other employees
- Possession, sale, consumption or being under the influence of a controlled substance

- at work or on work premises
- Sabotage of company property
 - Threat or attempt to inflict bodily harm on another employee, volunteer or patron
 - Excessive tardiness or absenteeism or failure to report tardiness or absences
 - Failure to comply with safety or security rules and procedures
 - Entering or assisting others to enter restricted or classified areas, including access to computer systems and information contained therein
 - Copying office keys without authorization
 - Using the name of Austin Opera or representing self on behalf of Austin Opera without authorization
 - Engagement in other employment involving conflicts of interest
 - Violating federal, state or local rules or regulations in the course of employment
 - Serious misconduct of any kind
 - Violating company policies as outlined in this manual

These examples are not meant to be all-inclusive; other behaviors may also be grounds for discipline or discharge.

Confidential Information

The internal business affairs of the Austin Opera, particularly confidential information, are assets that each employee is expected to protect.

Employees are strictly prohibited from discussing information, documents, records and any other non-public information with anyone not employed by the organization. In addition, employees are not to access information which is not related to the performance of his/her specific job responsibilities. Any attempt to do so, will result in disciplinary action, up to and including termination of employment.

Employment Relationship

Employment Classification

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, Austin Opera classifies its employees as shown below. Austin Opera may review or change employee classifications at any time.

Exempt. An employee who is paid a fixed salary on a weekly, monthly, or annual basis, rather than an hourly wage and who meets the criteria for exclusion from the wage and hour laws (e.g., administrative, managerial, professional). An exempt employee is not eligible and does not receive overtime pay.

Nonexempt. A non-exempt employee is eligible for overtime at the rate of one and one-half times the regular rate of pay for all hours actually worked in excess of 40 hours in the work week.

Regular, Full-Time. An employee who is hired for a predetermined schedule of 30 or more hours per week. Generally, they are eligible for the Austin Opera's benefit package, subject to the terms, conditions, and limitations of each benefit program.

Regular, Part-Time. An employee who is hired for a predetermined schedule of less than 30 hours per week. While they do receive all legally mandated benefits (such as Social Security and Workers' Compensation Insurance), they are ineligible for all of the Austin Opera's other benefit programs.

Seasonal. An employee who is hired for a finite period of time, not to exceed 1,000 hours per year. Seasonal employees are eligible for the following employer funded benefits: Social Security taxes, Medicare taxes and state unemployment taxes. Other benefits may be provided to individuals who work under a Collective Bargaining Agreement.

Temporary. An employee who is hired to perform specific tasks under a letter of agreement. This individual is not governed by a collective bargaining agreement and may be scheduled to work full-time or part-time hours or any combination thereof.

Contract. An individual who is hired for a finite period of time to perform a specific task. Contract employees are not eligible to receive company-funded benefits.

Work Week and Hours of Work

Austin Opera's official operating hours are Monday-Friday, 8:00 am - 6:00 pm, but may vary based on the season or business needs. Full-time Employees are compensated for 40 hours per week within that timeframe and must keep their managers informed of when and where they will be working. Employees are expected to be available in person or via phone/email Monday-Friday, 9:00 am – 5:00 pm. Failure to be responsive during these hours will be an infraction that may result in disciplinary action up to and including termination. Performance and event staffing require additional hours outside these parameters.

Due to the nature of our business, some employees will have irregular working schedules including nights, weekends and holidays. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variation in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Time Records

Accurately recording time worked is the responsibility of every employee. All non-exempt employees must complete a timesheet and/or use his/her timecard. Time worked is defined as all the time actually spent on the job performing assigned duties.

Non-exempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Employees may not clock in early unless approval is given by the employee's supervisor. Overtime must always be approved by the employee's appropriate supervisor before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment or legal action.

Overtime

When required due to the needs of the business, you may be asked to work overtime. Overtime is actual hours worked in excess of 40 in a workweek. Nonexempt employees will be paid time and one half their regular rate of pay for all hours actually worked in a workweek. Paid leave, such as holiday, PTO, bereavement time, and jury duty does not apply toward work time. All overtime work must be approved in advance by a supervisor or manager.

Payroll Periods

Payroll occurs semi-monthly, on the 15th and last day of the month for all employees. If either of these days falls on a weekend, payroll checks will be distributed on the Friday nearest the standard date. The Director of Finance will publish and distribute a payroll schedule on an annual basis.

For non-exempt employees, supervisors are to turn in hours to the Director of Finance in advance of payroll. The Director of Finance will also publish an annual schedule of dates when contract payroll hours are to be turned in. If a supervisor fails to turn in an employee's hours by the scheduled time, the employee will be paid for these hours in the next payroll check.

Supervisors are required to keep a record of hours worked for all non-exempt employees. Employees will generally maintain their own timesheets and submit them to their supervisor, who will sign off on them and turn them in to the Director of Finance. By signing the timesheet, an employee is certifying the timesheet to be completely accurate. *Please note: all overtime work must be approved before it is performed.*

Deductions

Standard payroll deductions include:

- Social Security taxes
- Medicare taxes

Voluntary payroll deductions include:

- Cafeteria Plan S125: Employee Funded Health & Dental Premiums
- 403 (b) Tax Sheltered Annuity: Employee Funded Retirement Plan

Garnishments

Any legal writs or garnishment on wages or reassignment of wages must be forwarded to the Director of Finance immediately.

Reimbursement and Business Expenses

During normal work routines, employees may choose to pay for expenses and be reimbursed by the Opera. These expenses must be pre-authorized by an employee's departmental supervisor. Employees must submit receipts for all personal purchases of company-related expenses. Austin Opera is a nonprofit organization and thereby exempt from certain taxes, including sales tax. Therefore, the company will not reimburse employees for the tax on receipts. Tax exempt status certificates may be obtained from the Director of Finance and must accompany employees when making company-related

purchases.

Employees are encouraged to monitor their company-incurred expenses and make reasonable choices.

Travel Expenses

While traveling on company business, employees may be required to incur expenses. Employees are requested to obtain pre-authorization on expenses pertaining to lodging and transportation from their departmental supervisors. Employees will be reimbursed for reasonable and necessary travel, meal, lodging and incidental expenses incurred on behalf of the Opera, but not in excess of the U.S. per diem rate for that city, which can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>

When employees embark on company-funded travel they should be appropriately dressed to represent the company at all times (see Dress Code on page 24.)

Submission of Receipts

Employees are strongly encouraged to break out all reimbursable expenses into categories, using the approved revisions of the expense report form available on the shared company network. If there are any questions regarding reimbursement contact the Director of Finance.

Use of Personal Vehicles

Austin Opera understands that employees may be required to use their personal vehicle for employment-related activities. Unfortunately, the Opera does not reimburse employees for these expenses. Employees are encouraged to track their mileage, which is deductible in part from their annual income tax payment.

Austin Opera does not own a company vehicle at the present time. However, vehicles for the transportation of artists and for production purchases may be rented. In such a case, all drivers are responsible for operating these vehicles under their insurance policies. The company's general liability policy covers accidents that occur while operating a vehicle on company business. The Opera does not reimburse vehicle operators for traffic tickets incurred during company business.

Certain employees may perform duties which require operation of a vehicle. The employees are required to present and maintain a valid driver's license and driving record acceptable to Austin Opera's automobile insurer.

Staff Development

Austin Opera actively encourages employees to seek further training to fulfill their responsibilities. The company does maintain a small budget for staff development purposes. Employees should seek out appropriate training possibilities and communicate them to their immediate supervisor. All employees are encouraged to be proactive in bringing pertinent training opportunities to the attention of their supervisor. The General Director & CEO will take care to ensure that all employees receive an opportunity for continued education and development. Whenever possible, specific training seminars should be included in the budgeting process. Employees who wish to participate in training activities should first consult with their immediate supervisor, who will work with the General Director & CEO to determine if there is sufficient need and funds (if necessary) to meet the employee's request.

Personnel Files

The Director of Finance will maintain personnel files in a secure location. In most circumstances, employees may request to view their personnel file. In this case, the Director of Finance will schedule a time to meet with the employee to review the information included.

Employees should notify the Director of Finance if there are any changes to the following:

- Legal name
- Home address
- Telephone number
- Emergency contact
- Number of dependents
- Marital status
- Change of beneficiary

Employment of Relatives and Domestic Partners

Relatives and domestic partners may be hired by the company if (1) the persons concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, "relatives" are defined as spouses, children, siblings, parents, or grandparents. A "domestic partnership" is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with the company provided they don't work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If employees who marry or live together do work in a direct supervisory relationship with each other, the company will attempt to reassign one of the employees to another

position for which he or she is qualified if such a position is available. If no such position is available, one of the employees may be required to leave the company.

Separation from Employment

If an employee chooses to terminate his/her employment, it is preferred that the employee submit a signed letter to his/her immediate supervisor at least two weeks prior to the intended resignation date. Employees who fail to give proper notice may be considered ineligible for rehire.

Should it become necessary because of business conditions to reduce the number of employees or work hours, this will be done at the discretion of the company. In such circumstance, the Austin Opera will provide at least two weeks' notice barring unforeseen circumstances.

Exit Interview

Austin Opera encourages departing employees to schedule an exit interview with his/her supervisor and any other appropriate manager. This can be an invaluable way for the company to gain insight into its operations, its policies and activities. Exit interviews should be made on an employee's final day of employment. Interviews should be conducted in a friendly, personal tone in a private atmosphere.

Return of Company Property

Any company property issued, such as keys, product samples, or tools, must be returned to Austin Opera at the time of employment termination or at an earlier mutually arranged time. Employees are responsible for damaged or lost items and may be required to pay for them. The value of any lost or damaged property may be deducted from one's paycheck, and an employee may be required to sign a wage deduction authorization for this purpose.

Time Off and Leaves of Absence

Holidays

The following holidays are officially observed by all Austin Opera employees, subject to management sanctioned exceptions:

Independence Day	July 4 plus one additional day
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Winter Holiday	December 25 plus one additional day
New Year's Day	January 1
Spring Holiday	Friday before Easter Sunday
Memorial Day	Last Monday of May
Juneteenth	June 19

Religious observances. Employees who need time off to observe religious practices or holidays not already scheduled by the company should speak with their supervisor. Depending upon business needs, the employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. Employees may also be able to switch a scheduled day with another employee, or take vacation time, or take off unpaid days. The company will seek to reasonably accommodate individuals' religious observances.

Paid Time Off

The PTO allowance covers vacation, sick time, and personal days off.

Regular employees are eligible for PTO based on their classification:

- Full-time: 100% allowance
- Part-time: Allowance pro-rated based on time worked
- Seasonal: No paid time off, but time off can be taken with supervisor's approval.

PTO allowance is based on the following length of employment:

Length of Service	Days Earned in One Fiscal Year
0 – 4 yrs.	15
4 – 7 yrs. *	20
> 7 years *	25

*years of service can be transferred in from other applicable positions

Additional PTO Guidelines:

- PTO is subject to supervisor's approval.
- PTO may not be taken until one month of employment has elapsed
- The annual PTO allowance will be made available in full at the beginning of each fiscal year, July 1.
- In the event of termination, any unused PTO days, pro-rated to the date of termination, will be paid out.
- There is no roll-over of PTO balance into the following fiscal year; any unused PTO will be forfeited at the end of each fiscal year, June 30.

Medical Leave

Regular employees are eligible to request medical leave of absence to recover from an accident or illness. Medical leaves may also cover the period of actual leave associated with pregnancy or childbirth.

Medical leaves of absence require a doctor's certificate stating the date the leave commences and the estimated date of return to work. Medical leaves of absence will not exceed 90 calendar days except under unusual circumstances. Extensions must be accompanied by a doctor's release to work before the 90 calendar days have elapsed.

Insurance coverage remains in place during the 90 calendar days of leave of absence, and the Opera will continue to pay premiums. Extensions of medical leave of absence require payment by the employee on a month to month basis.

Salary during medical leave of absence may be continued by using hours in one's Paid Time Off account. Employees will resume their positions with equal pay and benefits if business necessity did not require filling the position in the employee's absence.

Family Leave

Regular employees who have worked one full year are entitled to 12 weeks of unpaid leave per year for the birth, adoption or foster care of a child or a serious health condition of a child, parent or spouse. 30 days prior written notification is desired for family leave requests if possible. Upon return from family leave, employees are entitled to return to the same position held previously.

The Opera will continue to pay premiums for medical and dental coverage during this time. PTO may also be used during a family leave.

Maternity/Paternity Leave

Maternity/Paternity leave is a form of family leave and all of the family leave policies apply to a maternity/paternity leave. In the event of the birth or adoption of a child, six weeks of the aforementioned 12-week leave will be paid.

Military Leave

Employees who are required to attend annual military-reserve training or other short-term active military duty may take the time as either vacation or unpaid leave. Two week advance notice needs to be given to supervisors. Reserves are entitled to their same positions upon return.

Bereavement Leave

Employees will be excused for the death of immediate family members for **up to 5 days**. Immediate family members include the following: spouse, child, parent, sibling, grandparent, significant other. Time away should include attendance of memorial services and family matters. Additional time required may come from unused PTO. Employees may choose to take unpaid personal leave up to 30 days. This time must be scheduled with the employee's immediate supervisor and the Director of Finance.

Jury Duty/Court Appearance

Austin Opera recognizes that jury duty service is a fundamental responsibility of good citizenship, therefore, employees will not be asked to be excused from jury duty. In critical circumstances, an employee may be asked to postpone jury duty if possible. Time off will be given for the duration of your jury duty. Payment for days served on a jury is guaranteed for a **maximum of 10 days** and may extend beyond this under certain circumstances.

Time Off for Voting

The Austin Opera recognizes that voting is an integral part of being in a community. In almost all cases, you will have sufficient time outside working hours to vote. If employees are unable to vote in an election during their non-working hours, the Austin Opera will grant **up to 2 hours of paid time off to vote**.

Employees should request time off to vote from the immediate supervisor at least 2 working days prior to the Election Day.

Employee Benefits

Austin Opera prides itself on offering a generous array of benefits. These benefits include employer funded medical, dental and vision, an employee funded 403(b) plan to serve as an individual retirement fund, term life insurance, Paid Time Off, maternity leave, military leave, bereavement leave, parking and complimentary tickets to each opera.

Complimentary Tickets

Employees can receive up to 2 complimentary tickets for each Austin Opera production. To request tickets, employees must reach out to the Director of Marketing and Communications.

Medical, Dental and Vision Coverage

Full-time employees are eligible to receive medical coverage under a group medical policy which begins the first of the month after the date of hire. Employees are entitled to use physicians and labs that are not covered at a higher co-payment. All employees are required by the medical policy to meet an annual deductible, which may vary from year to year according to the plan in use at the current time. To date, Austin Opera has been able to cover premiums in full for each full-time employee of the company. This is subject to change. An employee's spouse or child can be added to the policy and the employee will be responsible for the correlating monthly premium.

Group Life Insurance

The Austin Opera provides life insurance for full-time employees who work a minimum of 30 hours per week. The opera pays the premium for \$30,000 in Life coverage for eligible employees.

401 (k) Plan

Austin Opera offers its employees the opportunity to participate in a voluntary employee funded retirement plan. The company offers free financial consultations by a certified financial advisor on the placement of money into mutual funds.

Currently, employees are eligible for a matched company contribution up to 4% of their salary, based on the percentage of employee contributions. This benefit is available after one year of employment. Please see the Director of Finance for provide details on the matching program. This benefit is subject to change.

Workers' Compensation

The Austin Opera provides a comprehensive workers compensation insurance program at no cost to employees. If an employee is injured on the job (defined as performing company

business), s/he must notify their immediate supervisor at once and complete an accident report form within 24 hours of the injury. Failure to promptly notify your supervisor may jeopardize your eligibility for workers' compensation benefits. Medical expenses and lost wages should be submitted and will be considered for approval by the company's Worker's Compensation policy.

Workplace Guidelines

Attendance

Employees are expected to report to work regularly and on time and to provide sufficient advance notice to allow supervisors and managers to plan for unscheduled absences.

Employees are required to notify their supervisors of their inability to attend work as soon as possible and no later than one hour after office hours commence. If one's supervisor is unavailable, employees should notify the Director of Finance.

Excessive absenteeism or tardiness may result in disciplinary measures up to and including termination. Employees who fail to report for work without notifying their supervisor for two consecutive days may be deemed to have resigned their position.

Job Performance

Performance evaluations are intended to provide employees and their supervisors with an opportunity to clarify job responsibilities and to review how well performance expectations are being met. Employees' performance evaluation is part of their personnel records.

Performance evaluations for all regular employees will be conducted on an annual basis before the end of the fiscal year. Employees will be reviewed by their immediate supervisor. Employees are required to sign the evaluation form. This does not mean that the employee agrees with the evaluation, only that the employee did receive a performance evaluation and had an opportunity to discuss it with their supervisor.

Performance evaluations may be conducted during any additional times that a supervisor may deem appropriate. These may include promotions, unsatisfactory work performance or disciplinary problems.

The performance evaluation can also be an opportunity for an employee to provide feedback to their immediate supervisor. The session is meant to contain a dialogue that flows in both directions and should be conducted in an atmosphere of openness.

If an employee feels that an evaluation is unfair, they should feel free to submit a rebuttal to the evaluation. Both the performance evaluation and the rebuttal will be kept in the employee's personnel file.

Job Descriptions

Austin Opera maintains job descriptions for each position in the company. The employee's annual personnel evaluation will include an opportunity to update the job description. If an employee wishes to update his/her job description at any other time during the year, this will need to be done with an immediate supervisor.

Austin Opera appreciates and values the diverse skills, knowledge and abilities of its employees, often above and beyond the specific job description for which the employee was hired. Notwithstanding job descriptions provided, from time to time the needs of the organization may require that any and/or all employees, full time and part-time, perform tasks outside their immediate job descriptions if they possess the skills necessary to perform the job to assist the organization in the fulfillment of its mission and vision. No additional compensation is guaranteed and the duties must not conflict with the normal duties of an employee's normal duties.

Staff Meetings

Austin Opera conducts weekly staff meetings. Employees are expected to attend these meetings.

Dress Code

Personal appearance is essential to the nature of our business. Employees should dress for work in business casual attire, except in cases where more formal attire is appropriate (evening events, etc.) Employees should consult with their supervisors on appropriate attire for various circumstances. While Austin has a more casual dress code than most cities, clothing should be clean and pressed. Jeans may be considered business casual in Austin when paired with other tailored clothing, but this may not be the case when traveling to other cities to do business on behalf of the company. Due to the nature of certain positions, clothing that would be appropriate in an office setting may not be functional (technical shop, rehearsal hall, theater backstage). In that case, questions of what is appropriate should be directed to your immediate supervisor.

External Communication

It is important that Austin Opera be perceived in the most positive possible way by its constituency, media, government officials and the general public. Therefore external

communications must be monitored.

The Director of Marketing & Communications will serve as the channel through which all external publications receive approval to ensure that all communications be consistent with the company's mission and philosophy, policies and procedures. This includes the ordering of specialized stationery (envelopes, letterhead, invitations, etc.) The Director of Marketing & Communications is responsible for approval of all press releases, responding to all media inquiries and coordinating interviews with the media. All questions from the news media should be forwarded to the Director of Marketing & Communications or the General Director & CEO.

Social Media Acceptable Use

The company encourages employees to share information with co-workers and with those outside the company for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public and, therefore, the company has established the following guidelines for employee participation in social media.

Note: As used in this policy, "social media" refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and MySpace, among others.

Off-duty use of social media. Employees may maintain personal websites or web blogs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, the company considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.

On-duty use of social media. Employees may engage in social media activity during work time provided it is directly related to their work, approved by their manager, and does not identify or reference company clients, customers, or vendors without express permission. The company monitors employee use of company computers and the Internet, including employee blogging and social networking activity.

Respect. Demonstrate respect for the dignity of the company, its owners, its customers, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, do not use ethnic slurs, personal insults, or obscenity, or language that may be considered inflammatory. Even if a message is posted anonymously, it may be possible to trace it back to the sender.

Post disclaimers. If an employee identifies himself or herself as a company employee or discusses matters related to the company on a social media site, the site must include a disclaimer on the front page stating that it does not express the views of the company and that the employee is expressing only his or her personal views. For example: "The views

expressed on this website/web blog are mine alone and do not necessarily reflect the views of my employer.” Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the company or the company’s business. Employees must keep in mind that if they post information on a social media site that is in violation of company policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

Competition. Employees should not use a social media to criticize the company’s competition and should not use it to compete with the company.

Confidentiality. Do not identify or reference company clients, customers, or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask before publishing.

New ideas. Please remember that new ideas related to work or the company’s business belong to the company. Do not post them on a social media site without the company’s permission.

Links. Employees may provide a link from a social media site to the company’s website during employment (subject to discontinuance at the company’s sole discretion). Employees should contact the Web design group to obtain the graphic for links to the company’s site and to register the site with the company.

Trademarks and copyrights. Do not use the company’s or others’ trademarks on a social media site, or reproduce the company’s or others’ material without first obtaining permission.

Discipline. Violations of this policy may result in discipline up to and including immediate termination of employment.

Note: Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve terms and conditions of employment, such as wages and benefits.

Computers, Internet, Email, and Other Resources

The company provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voice mail, fax, scanner, Internet, e-mail, or any other company-provided technology, use should be reserved for business-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

Employees should not have any expectation of privacy in their use of company computer, phone, or other communication tools. All communications made using company-provided equipment or services including email and internet activity, are subject to inspection by the

company. Employees should keep in mind that even if they delete an email, voicemail or other communication, a copy may be archived on the company's systems.

E-mails that are not job-related have the potential to drain, rather than enhance, productivity and system performance. You should also be aware that information transmitted through e-mail is not completely secure, and information you transmit and receive could damage the reputation and/or competitiveness of the company.

The company encourages employees to use this tool only to communicate with fellow employees, suppliers, customers, or potential customers regarding company business. Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mails within and outside the company.

Refrain from using e-mail in a manner that violates any of our company guidelines/policies, including but not limited to the Equal Opportunity and Harassment policies, the Conflict of Interest Policy, etc. Delete any e-mail messages prior to opening that are received from unknown senders and advertisers.

It is the company's goal to respect the dignity of employees at all times. Because e-mail, telephone and voice mail, and internet communication equipment are provided for company business purposes and are critical to the company's success, your communications may be accessed without notice by company management to ensure compliance with this guideline.

The electronic communication systems are not secure and may allow inadvertent disclosure, accidental transmission to third parties, etc. Sensitive information should not be sent via unsecured electronic means.

Office telephones are for business purposes. While the company recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum.

It is also against company policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on company computers. Violations of this policy may result in termination for a first offense.

Workplace Safety

Vaccine Policy

All personnel (employees and contractors) must be vaccinated against COVID-19 and stay up-to-date on boosters. All personnel are encouraged to get the annual flu vaccine, and employees who interact with artists are required to do so. Other policies may be developed and added at any time to ensure the safety of the company's workforce.

Employees with symptoms of the flu, COVID-19, or other communicable illnesses should work from home until cleared to return by their supervisor.

Alcohol and Drug Free Workplace

Austin Opera is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthful working environment, job applicants may be asked to provide body substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs and alcohol.

While on Austin Opera premises and while conducting business-related activities off Austin Opera premises, no employee may use, possess, distribute, sell, or be under the influence of illegal drugs. Employees may consume a limited amount of alcohol when not in a decision-making role at certain Opera events where alcohol is consumed. At no time is it appropriate for an employee, whether on or off duty, to be visibly impaired at any Opera event. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences. Employees with questions or concerns about substance dependence or abuse are encouraged to discuss these matters with their immediate supervisor or the Director of Artistic Operations or General Director & CEO to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program through Austin Opera's health insurance benefit coverage. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all Austin Opera policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause Austin Opera any undue hardship.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their immediate supervisor or the General Director & CEO without fear of reprisal.

Workplace Violence Prevention

The Austin Opera is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of

aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at company-sponsored functions.

All Austin Opera employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor or the Director of Operations. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the company, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

Dangerous weapons are not allowed on the premises of the company without obtaining prior permission from the employee's immediate supervisor. Employees who violate this policy are subject to disciplinary measures up to and including the loss of employment.

There are no weapons allowed in the performance venue.

The company reserves the right to inspect all belongings of employees on its premises, including briefcases, purses and handbags, gym bags, and personal vehicles on company property.

Designation of Employee Safety Representative

Austin Opera designates the Director of Finance as its official Employee Safety Representative. This individual is responsible for ensuring that the working environment is a safe and comfortable place for all employees. The Employment Safety Representative may schedule fire and building evacuation drills and make adjustments to the workplace to increase safety. The Production Stage Manager is assigned as Deputy Safety Representative for the rehearsal hall. Other employees may be deputized to cover all extensions of company life. Safety representatives are empowered to make decisions concerning the safety of individuals within their purview with impunity. All efforts will be made to ensure a safe working environment and safety representatives are expected to do the best job possible in maintaining safety and taking measures when emergency situations arise. However, safety representatives are not liable for accidents or injuries to individuals or property that may arise during such situations.

Housekeeping

Each employee is expected to maintain a neat and orderly work area. Employees are

especially to be mindful of safety and health considerations resulting from untidy practices. If it comes to an employee's attention that equipment needs replacing or repairing, please report it to your immediate supervisor.

Personal Property

Austin Opera does not assume responsibility for theft or damage to personal property kept on the premises. Employees are requested to keep personal items to a minimum. If an employee's personal effects or equipment becomes a distraction or hazard, the employee will be required to remove the property from the premises.

Weather Leave

In the event of inclement weather, office closure will be determined by the General Director & CEO. Notice of closure will be given either via email, telephone or in person.

Emergency Procedures

In case of fire, employees should exit the building through one of the external doors. Employees should proceed to the Austin Beerworks parking lot on the east side of the building. Once there, senior staff will take attendance of their departments. When cleared from the building, employees are forbidden to re-enter for any reason until the ALL CLEAR is announced. There are several exits for current Austin Opera employees. Employees are encouraged to tour all potential escape routes upon hire.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the employee handbook of The Austin Opera. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. Neither it, company practices, nor other communications create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, and change by management at any time without notice.

I further agree that neither this document nor any other communication shall bind the company to employ me now or hereafter and that my employment may be terminated by me or the company without reason at any time. I understand that no representative of the company has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment, or make any agreement contrary to the foregoing.

I also understand and agree that this agreement may not be modified orally and that only the General Director & CEO of the company may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the General Director & CEO of the company.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

AUSTIN OPERA POLICY ON HARASSMENT

Austin Opera is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment, particularly on the basis of race, color, religion, sex (including sexual orientation, gender identity, gender expression, and pregnancy), age, national origin, disability, genetic information or any other characteristic protected by law. Therefore, Austin Opera prohibits acts that constitute unlawful harassment as well as other inappropriate conduct, such as demeaning, belittling, humiliating, insulting or other forms of disrespectful language or conduct.

This policy covers and is specifically intended to protect employees. However, it should be noted that Austin Opera will also not tolerate harassment of or by its volunteers, Board members, Trustees, or contractors.

Definitions of Harassment

a. Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature when, for example: (i) submission to such conduct is an explicit or implicit term or condition of an individual's employment; (ii) employment decisions are based on an employee's submission to or rejection of such conduct; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail or text messages); and other physical, verbal or visual conduct of a sexual nature.

b. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, visual or physical conduct that (a) denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, age, national origin, disability, genetic information or any

other characteristic protected by law or any such characteristic of his/her relatives, friends or associates, and that (b) (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to, epithets (inappropriate or demeaning name-calling), slurs or negative stereotyping; threatening, intimidating or hostile acts; and jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment via e-mail, phone (including voice or text messages), tweets, blogs, social networking sites or other means.

Individuals and Conduct Covered

These policies apply to all applicants and employees, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager, or by someone not directly connected to Austin Opera (e.g., an outside vendor, donor, consultant or member of the public). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and work-related social events.

Retaliation Is Prohibited

Austin Opera prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Reporting Harassment, Discrimination or Retaliation

Austin Opera strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Supervisors are required to report any complaints of misconduct to either the Director of Artistic Operations or the General Director & CEO, so that Austin Opera can work to resolve the complaint internally.

Individuals who believe they have experienced or witnessed conduct that they believe is contrary to Austin Opera's policy or who have concerns about such matters should file their complaints with their supervisor, with the Director of Artistic Operations or the General Director & CEO. If the complaint involves the General Director & CEO, the complaint should be taken to the President of the Board. Individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of one of the other designated representatives identified above. In fact, if an employee tells an offending supervisor to stop harassing behavior, such activity does not constitute a valid report of a complaint under this policy; the complaint instead must be made directly to the Director of Artistic Operations, or the General Director & CEO. Employees who experience

repeat harassment after telling their harasser to stop, or who experience what they believe to be retaliation, are also expected to report their complaint directly to Director of Artistic Operations or the General Director & CEO. Employees should report harassing behavior even if others also witness the conduct.

Employees who have experienced or witnessed conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

The Investigation

Qualified personnel, including outside legal counsel, will promptly respond and investigate any reported allegations of harassment, discrimination or retaliation in an impartial manner. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Employees are expected to cooperate fully and honestly in the investigation process. Management will maintain confidentiality throughout the investigation process to the extent consistent with adequate investigation and appropriate corrective action. The investigation will be fair, timely and thorough, affording all parties appropriate due process and reaching reasonable conclusions based on the evidence collected. The investigation report and related documentation will be added to the personnel file of any person found to have engaged in conduct in violation of this policy, and in every case, the records of all reports and investigations will be maintained in a separate file by the Director of Artistic Operations or General Director & CEO.

Responsive Action

Misconduct constituting harassment, discrimination or retaliation will be documented and dealt with appropriately and in a timely fashion. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as Austin Opera believes appropriate under the circumstances. If an employee making a complaint does not agree with its resolution, the employee may appeal to Austin Opera's President of the Board.

COVID-19 VACCINATION POLICY

August 19, 2021

In view of the SARS-CoV-2 pandemic, which has devastated the live performing arts industry for more than eighteen months, Austin Opera has adopted a comprehensive vaccine policy in compliance with local, state, and federal guidance, to maximize workplace health and safety for all personnel, including Austin Opera staff, contract workers, guest artists, stagehands, choristers, and orchestra musicians. This policy is designed with guidance from the Centers for Disease Control and Prevention, as well as local health authorities, in accordance with Austin Opera's duty to provide and maintain a workplace free of known health hazards. Because of the unique inherent risk of spreading contagions through operatic singing and playing of instruments, Austin Opera sets forth the following Covid-19 vaccination policy.

All professional, artistic and production personnel (including artistic and music staff, guest artists, stagehands, orchestra musicians, and choristers) must be fully vaccinated against Covid-19. For purposes of this policy, an employee is considered fully vaccinated two weeks after receiving the second dose of a two-dose vaccine (Pfizer or Moderna) or one dose of a single-dose vaccine (Johnson & Johnson). Every employee or independent/individual contractor must provide proof of vaccination by October 15, 2021.

Please note that with any policy established by Austin Opera, non-compliance with Austin Opera's Covid-19 Vaccination Policy may result in alteration of, and possible termination of, the relationship between the personnel and the organization.

Reasonable Accommodations

Any person covered by this policy who cannot receive a Covid-19 vaccination because of a qualifying disability, medical condition, or sincerely and expressly held religious belief can request an exemption in writing by October 1, 2021. Proof of a qualifying disability or medical condition must be provided through documentation from a medical professional. Upon a request for an accommodation, Austin Opera shall engage in an interactive process to determine if an accommodation can be provided so long as it does not cause Austin Opera an undue hardship or a threat to the health and safety of others, in accordance with state, local, and federal guidelines. You may request an accommodation without fear of retaliation. Austin Opera will keep any medical information obtained in connection with a request for a reasonable accommodation confidential in accordance with, and to the extent required by, applicable law, regulations, and guidance.